

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION**

September 11, 2006

TITLE: **DEPUTY JUVENILE OFFICER I**
Reference #: Unit B-DJO- I/II-09

QUALIFICATIONS: Bachelor's degree from an accredited college or university in Sociology, Criminal Justice, Social Work or related field. Prefer minimum of two years of experience in social work, criminal justice or related field. Missouri resident over age 21.

DUTIES: Intake, probation, social investigations, home visits, case preparation, domestic relations and court presentations.

STARTING SALARY: \$32,923.00

SALARY RANGE: \$32,923.00 - \$49,798.00

CLOSING DATE: Open until filled but for full consideration please submit resume by September 22, 2006 – 5:00 p.m.

See Job Description below

SEND RESUME AND ACADEMIC TRANSCRIPT WITH COVER LETTER

COVER LETTER: Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND TO: Deputy Juvenile Officer I or II Position
Reference #: Unit B-DJO I/II-09
St. Louis City Family Court – Juvenile Division
920 North Vandeventer
St. Louis, MO 63108

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JOB DESCRIPTION

DEPARTMENT: Probation

CLASS TITLE: Deputy Juvenile Officer I

CLASS DEFINITION: Under day-to-day supervision of Unit Supervisor. Deputy Juvenile Officer I's are responsible for servicing a caseload of children and their families who have been referred to the Juvenile Court and performs investigations into the social history of juveniles who come before the Court. Deputy Juvenile Officers may be assigned to any of a number of units in the Intake or Supervision sections. Provides recommendations to the Court concerning those juveniles based on their social findings and the nature of the referral to the Juvenile Division. Interacts with numerous outside agencies and individuals. Maintains an ongoing caseload, always closing and opening some cases within specified time frames.

EXAMPLES OF ESSENTIAL DUTIES:

- * Perform initial, in-depth interview to accurately assess client situation and environment.
- * Conduct home, school and community visits, with the purpose of gathering further pertinent assessment information.
- * Act as an advocate for clients to assure their best possible care and insure their future welfare.
- * Testify before the Court as to the current environment of a given client and propose a plan that would best serve the needs of said client.
- * Locate appropriate placement facilities, e.g., relative, community/private agencies and/or State institutions, which would best fit the status of given clients commensurate with their needs and abilities.
- * Provide a myriad of ongoing services and casework consistent with the needs of children and their families and the unit of assignment.
- * Participate in one's own annual evaluation to assess personal goals and professional growth.
- Prepare a written Social Investigation Report to accurately reflect said assessments along with proposed plans of intervention.
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- * Transport juveniles.
- * Visit children in Detention a minimum of twice per week.
- * Required to be "on call" occasionally.

EXAMPLES OF NON-ESSENTIAL DUTIES:

- * Other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable interviewing skills to professionally assess and appropriately intervene in client systems. The ability to express ideas verbally and in written form which purport meaningful case data to reflect professional assessments and appropriate interventions. Requires knowledge of community resources, childcare agencies and other institutions in the provision of related services. Working knowledge of the Juvenile Code and Missouri Supreme Court Rules.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: Must possess a Bachelor's Degree in social work, criminal justice, administration of justice, public administration, business administration, court management or related area. Degree must be from a school accredited in the chosen field. Prefer two years of experience in Social Work or a related field. Must have a valid driver's license, proof of liability insurance and an automobile that can be used on duty (mileage reimbursement is provided). Must be at least twenty-one years of age and a Missouri resident.